



The Pre-Trip Notification System (PTNS) was designed by NMFS to provide a fast, simple, and effective way to ensure fair and adequate coverage of all vessels fishing for northeast groundfish. Once a vessel enters trip information into PTNS, a series of algorithms works to determine if the vessel is selected for coverage for that particular trip. Within 40 hours of the vessel's sail date/time, it is notified of its coverage status via email.

There are 3 different methods available for 48-hour pre-trip notification:

1. **Internet (preferred method)** - This should be the primary means of trip notification and trip changes. The PTNS website is available at the following address:
<http://fish.nefsc.noaa.gov/PTNS/>. Vessels should log in using the same username (Permit Number) and password (PIN) as they use for Fish-On-Line. All notification information listed below should be entered into the web form. Refer to the following basic steps when using the internet:

Step 1. Notify via PTNS prior to sailing (Vessels must notify 48 hours prior to their planned sail date.

- a. Enter/verify vessel ID information
- b. Enter/verify operator
- c. Select "Day Trip" or "Multi-day Trip"

Step 2A. For DAY trips (trips <48 hours)

- a. Enter sail date and time for each planned trip up to 9 days in advance (multiple sail dates allowed)
- b. Enter/verify port sailing from
- c. Enter/verify gear intending to fish
- d. Enter/verify stock area intending to fish
- e. Enter/verify Special Access Program status (i.e. US/Canada, Hook Haddock SAP).

Step 2B. For MULTI-DAY trips (trips >48 hours)

- a. Enter sail date and time for next planned trip up to 9 days in advance
- b. Enter/verify port sailing from
- c. Enter/verify estimated trip length (days)
- d. Enter/verify gear intending to fish
- e. Enter/verify stock area intending to fish
- f. Enter/verify Special Access Program status (i.e. US/Canada, Hook Haddock SAP)

Step 3. Receive selection status email

Once notification is received from a vessel, it will be either selected for coverage or assigned a waiver. This email will be generated immediately upon submission of the notification for trips ≥ 48 hrs (multi-day trips). For trips < 48 hrs (i.e. day trips), the email will be generated 48 hrs prior to estimated sail time. Vessels are randomly selected based on their trip characteristics that are related to the targeted observer and at-sea monitor coverage rates (i.e. 38% sector trips, 30% common pool). The vessel's VMS and email contacts will receive an email indicating coverage selection or issuance of a waiver.

If selected for coverage...

Step 4. Await contact from provider

If your vessel is selected for coverage, a service provider will contact you within 24 hours. If providers are unable to cover your trip, the vessel will receive a waiver after the 24 hours has passed.

If a vessel is selected for coverage and must cancel the trip, it must use PTNS to do so, and the vessel will be selected for coverage on its next notified trip. If a vessel is selected for coverage and delays its sail date more than 48 hours, it must use PTNS to modify its sail date. Once an observer arrives at the vessel or a waiver is received, the vessel may begin its trip.

2. **Email** – This should be the secondary means of trip notification. The email address to submit trip notifications, trip changes, questions, or problems is NEFSC.PTNS@noaa.gov. All notification information listed below should be included in the body of the email.
3. **Telephone** – This is the backup means of notification. The office phone number to submit trip notifications and changes and to ask questions is [508-495-2309](tel:508-495-2309) (M-F 7:00am – 6:00pm). The emergency cell phone number for afterhours late trip notifications, late changes, and problems is [508-681-9104](tel:508-681-9104). All notification information listed below should be relayed to the answerer or left in a clear voicemail.

- Vessel name
- Permit number
- Hull number
- Vessel operator
- Vessel contact phone number
- Email addresses at which to receive selection notices and waivers
- Trip type – Day (<48 hours) or Multi-Day (≥48 hours)
- Planned sail date
- Planned sail time
- Port sailing from
- Estimated trip length
- Primary Gear (longline, handline/jig, otter trawl, large mesh gillnet, or extra large mesh gillnet)
- Primary fishing region (Georges Bank, Gulf of Maine, Southern New England/Mid-Atlantic)
- Special Management Program (SMP) selection (yes or no) and specific SMP if applicable (US/Canada Area, Closed Area I Hook Haddock SAP, Closed Area II Yellowtail/Haddock SAP, or Regular B-DAS)

Once the notification is entered into the system (there may be a delay if using email or telephone notification), you will receive a trip confirmation number. You will receive notification of selection status at least 40 hours before the trip's planned sail date and time via VMS, email, and the PTNS website. If selected, an observer or provider will contact you within 24 hours. A trip may not sail without an observer unless it has been issued a waiver.

If you do not receive notification of your selection status within 40 hours of your planned sail date and time, please contact the NMFS PTNS Coordinator, Sarah Cierpich, Office phone: 508-495-2309, Cell phone: 508-681-9104.